

CONFIDENTIAL

FILED: Reports 2
RETURN TO (Monthly)
RECORDS MANAGEMENT DIVISION

RECORDS CENTER BRANCH Statistical Report

Part I Record Holdings (cu. ft.)		Reporting Period 1 - 31 August 1954	Fiscal Year To Date
A. Records Accessioned		186	954
B. Records Disposed of at Center		0	15
C. Records Holdings		7139	7139
D. Distribution Material Holdings		8381	8381
E. Total Holdings		15,520	15,520
Part II Reference Service on Records in Storage			
A. Documentary		507	1230
B. Informational		21	86
Part III Inter-Agency Reference Service		528	
A. Requests		2	4
Part IV Shelving Space Utilization (cu. ft.)			
A. Total Capacity		18,948	
B. Utilized		15,520	
C. Available		3,428	
Part V Supplemental Distribution			
A. Items Received for Distribution			
1. Intelligence Reports			
a. Initial Receipt		6,736	14,908
b. Returns		1,573	5,426
2. Information Reports		4,782	9,773
3. Administrative Issuances		9,173	16,262
TOTAL		22,264	46,369

ILLEGIB

CONFIDENTIAL

RECORDS CENTER BRANCH Statistical Report

Reporting Period	Fiscal Year
<u>1 - 31 August 1954</u>	<u>To Date</u>

B. Items Furnished

1. Intelligence Reports	1672	4955
2. Information Reports	3315	5488
3. Admin. Issuances	<u>2492</u>	<u>4946</u>
TOTAL	7479	15389

C. Reproduction Services (no. of pages)

1. Ozalid Process	17380	29514
2. Photo Copy Process	1072	2119
3. Ditto Process	<u>563</u>	<u>1068</u>
TOTAL	19015	32701

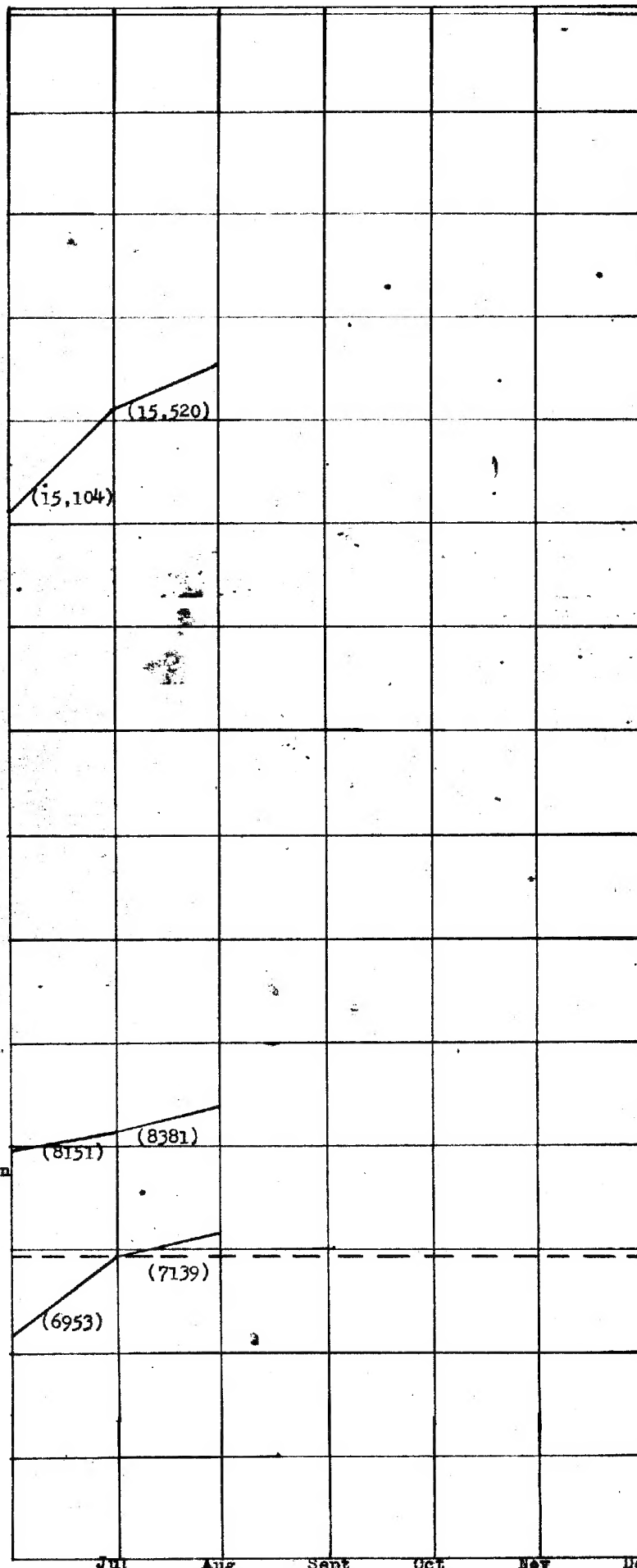
Part VI Initial Distribution

A. Items Furnished

1. Regulations	6033	17169
2. Notices	13322	26419
3. Other	<u>11035</u>	<u>11035</u>
TOTAL	30390	54623

19,000
 Total Capacity
 (18948)

Total Utilized
 14,000



Utilized for 8,000
 Supplemental Distribution

25X1

7,000
 Capacity
 (6948)

Utilized for Records
 6,000

19,000
 Total Capacity
 (18948)

Total Utilized
 14,000

Utilized for 8,000
 Supplemental Distribution

25X1

Capacity
 (6948)

Utilized for Records
 6,000

4,000

